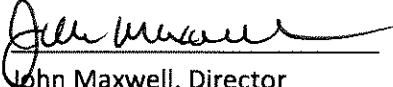




**M E M O R A N D U M**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** November 10, 2020

**RE:** **Abolish/Create/Re-title Positions - Division of Parks & Recreation**

**Request:**

The attached is requesting authorization to abolish one (1) vacant classified position of Recreation Manager Sr. (Grade 520E) and one (1) vacant classified position of Golf Course Superintendent (Grade 519N); create one (1) classified position of Parks & Recreation Superintendent (Grade 525E); and, restore funding for one (1) classified position of Information Office Supervisor (Grade 522E) in the Division of Parks and Recreation, effective upon passage by Council. Additionally, we request authorization to change the position title for Cultural Arts Program Administrator (Grade 525E), and the incumbent, to Parks & Recreation Superintendent (Grade 525E), effective upon passage of Council.

**Why are you requesting?**

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted classification studies on the requested positions. The studies were conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and position audits. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested positions and subsequent recommended title change is described in this action.



**What is the cost in the budget year and future budget year?**

This has a 12-month future impact of a savings of \$18,647.99.

<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Recreation Manager Sr.	(\$65,711.36)	\$0	(\$65,711.36)
Golf Course Superintendent	(\$73,902.40)	\$0	(\$73,902.40)
Parks & Rec Superintendent	\$0	\$64,960.48	\$64,960.48
Information Office Supervisor	\$0	\$60,515.52	\$60,515.52
<b>Total Annual Impact/ Salary and Benefits (\$18,647.99)</b>			

**File Number: 1143-20**

**Director/Commissioner:**

John Maxwell/Sally Hamilton

If you have questions or additional information is warranted, please contact Alisha Lyle at (859) 258-3957.

